

Job Description – Cover Supervisor

Job Title:	Cover Supervisor
Responsible to:	The Principal MIS Manager
Responsible for:	Support to teachers: Provide cover supervision when the teacher responsible for the class is absent on short-term absence (which may be planned or unplanned).
Job Purpose:	Establish productive working relationships with pupils, acting as a role model and setting high expectations. Promote the inclusion and acceptance of all pupils within the classroom, encourage them to interact and work co-operatively with others and engage all in activities.
Salary:	£20,444 to £22,129 FTE; Pro rata £15,130 to £16,572 per annum 38 weeks TTO plus 5 inset days
Hours:	Monday to Friday, 8.30am until 3.30pm (6.5 hours per day, 30 minutes unpaid lunch break)

Main Responsibilities:

Support to teachers: Provide cover supervision when the teacher responsible for the class is absent on short-term absence (which may be planned or unplanned).

Cover supervision involves:

- Supervising a whole class to undertake set work/activities (see below*) and can include introducing and closing the class.
- Maintaining good order and managing behaviour constructively.
- Promotion of self-control and independence.
- Keeping pupils on task as necessary.
- Responding appropriately to questions raised by students.
- Collecting any completed work and returning it to the appropriate teacher.
- Dealing with immediate problems and emergencies in accordance with the school's policies.
- Reporting back on behaviour of pupils during the class and any issues arising.

Examples of activities:

- Pencil and paper set work, revision, questions or tests.
- Practising spellings or other factual recall activities.
- Taking registration while the children under undertake reinforcement activities.
- Supervising set work, following introduction and explanation by a teacher, with or without the possibility of the teacher returning later in the lesson.
- Supervising group activities such as board games, mathematical games, memory or co-ordination skills games, use of construction materials, practice and/or revision sessions.
- Undertake routine marking of students' work (e.g. tests, multiple choice questions, spelling).
- Undertake admin tasks as appropriate support to the school.
- Understand and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting concerns to an appropriate person.
- Understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings and participate in training and other learning activities as required.
- Undertake planned supervision of students' out of school hours learning activities, where appropriate.
- Supervise students on visits, trips under the overall guidance of the responsible teacher, in accordance with an appropriate risk assessment and LEA guidance.

QUALIFICATIONS, TRAINING AND LIKELY ABILITIES

- Have good level of education.
- Have NVQ level 3 module (or be able to demonstrate equivalent level knowledge and ability) in pupil behaviour/pupil safety and classroom management/ preparing the learning environment.
- Have other specific skills/knowledge depending on the nature of the school and cover to be provided.
- Have good presentation skills.
- Have experience of working with children/young people.

- Be able to hold authority.
- Be trained in and have sound behaviour management skills (whole class and individual).
- Be fully conversant with school's behaviour management policy.
- Have sound classroom management skills and be fully aware of responsibilities relating to the duty of care.
- Understand school's policies and how they relate to local and national frameworks/policies (eg child protection, health and safety, equal ops, SEN).
- Can solve problems.
- Can exercise initiative and independent action Is pro-active in offering ideas.

Other

- Undertake any other duties or training as required by your Line Manager (or representative) commensurate with the general level of responsibilities of the post.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.